



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

December 17, 2007

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT  
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – Defense Advisory Committee on  
Military Personnel Testing

The Designated Federal Officer (DFO) for the Defense Advisory Committee on Military Personnel Testing, through the Principal Deputy Under Secretary of Defense (Personnel and Readiness), has requested renewal of the committee's charter (Attached).

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR, § 102-3.60, has carefully reviewed the DFO's request, and has determined that renewing the committee's charter is in the best interest of the Department of Defense and the American public.

The Department of Defense has further determined that this discretionary advisory committee is essential to DoD's mission, and that no other DoD or Executive Branch advisory committee can meet these needs. The committee has and continues to provide timely advice to the Department of Defense on: (a) re-norming the Armed Services Vocational Aptitude Battery (ASVAB); (b) computerized testing capabilities and Internet security measures; and (c) ASVAB Career Exploration Program.

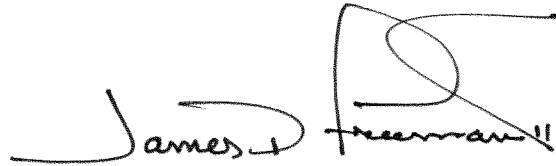
The committee membership will not exceed seven members, and their appointment will be approved by the Secretary of Defense. Individuals who are not full-time employees shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. The Department of Defense, to achieve a balanced membership, will include a cross-section of eminent authorities in the field of educational and psychological testing. With the exception of travel and per diem for official travel, the members shall serve without compensation.

The committee is authorized to establish subcommittees, and the committee, to include any subcommittees, will operate under the provisions of the Federal Advisory Committee Act of 1972, the Sunshine in the Government Act of 1976 (5 U.S.C. § 552b, as amended), and 41 CFR, Parts 102-3 through 102-3.185.

Prior to submitting a Federal Register notice and subsequently filing the committee's charter with the Library of Congress and the appropriate congressional committees, the

Department of Defense respectfully requests that the Committee Management Secretariat review and approve the charter (attached). The charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact me at 703-601-2554, extension 128.

A handwritten signature in black ink, appearing to read "James D. Freeman II". The signature is stylized with a large, looped "F" and a long horizontal stroke at the end.

James D. Freeman II  
Deputy Committee Management  
Officer for the Department of Defense

2 Attachments  
As stated

**TAB 1**



PERSONNEL AND  
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

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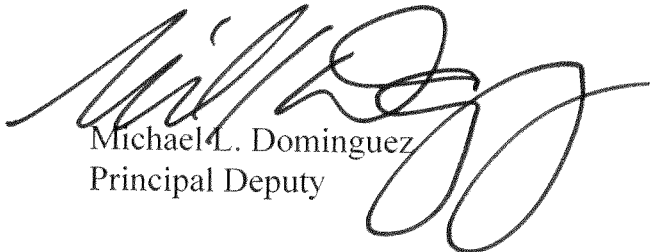
MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT

THROUGH: (1) Mr. Frank Wilson, Committee Management Officer  
(2) Director of Administration (P&R)

SUBJECT: Defense Advisory Committee on Military Personnel Testing Charter

The purpose of this memorandum is to request renewal of the charter for the Defense Advisory Committee on Military Personnel Testing for a 2-year period. Our justification for renewal along with a copy of the Committee's charter is attached. We are not making any changes to the existing charter.

If there are questions regarding the Committee, please contact Dr. Jane Arabian, 697-9271.

  
Michael L. Dominguez  
Principal Deputy

Attachments:  
As stated

DAC Justification per DoDI 5105.04, E3.4.6.2.1:

### **Whether or Not Accomplishing Mission**

The Defense Advisory Committee on Military Personnel Testing (DACMPT) is accomplishing its mission. The Committee provides timely advice to the Secretary of Defense, through the Under Secretary for Personnel and Readiness. The Committee has provided recommendations on the recent re-norming of the enlistment test, ASVAB, which resulted in a seamless transition from the 1980 norms, provided technical oversight for the development of new forms ensuring the accuracy of scores, and are offering advice as we move to test the feasibility of internet administration of the enlistment test. The Committee provides independent, objective recommendations that also keep the Defense Department testing program in line with current, professional testing standards.

### **Rationale for Continued Operation**

The Committee provides a level of technical oversight and quality control that we cannot afford to dismiss. There was a very real danger that the Armed Services Vocational Aptitude Battery could again be mis-calibrated, as it was in 1979, with the same attendant threat to the quality of accessions – that system failure was avoided with the technical oversight of the Committee. We are in the process of developing new test forms as well as modernizing testing practices to expand computerized testing capabilities and developing security measures for Internet test administration. The DoD testing program is on the cutting edge of aptitude testing technology and we need the objective review and advice that only highly specialized professionals can provide. By its nature, the test development process requires long-term projects (the ASVAB re-norming took almost ten years from start to finish), which need continuity. Further, there are not many experts with experience in large-scale, high stakes test development and advanced psychometrics (such as item response theory and computer adaptive testing). So once we have familiarized our committee members with the program, we need to keep them as long as possible, adding or removing members as necessary.

### **Committee's Accomplishments (specifics)**

Following each Committee meeting, the Committee publishes a complete set of minutes which include a summary of each agenda item and ensuing discussion, briefing slides for each agenda item, and Chairman's letter to the Directory, Accession Policy, OUSD(P&R)(MPP).

The Committee also produces a Biennial Report, which summarizes the Committee's recommendations for the preceding two years and offers overarching recommendations for the future.

The Committee's technical recommendations resulted in successful fielding of new norms for the enlistment test (ASVAB), development of several new forms of ASVAB which

are currently being field tested and show no technical deficiencies, they have reviewed the Defense Department's technical staff work on the development of guidance for selecting and validating potential new tests for enlistment battery. The Committee has also provided sound advice concerning linking ASVAB scores with other aptitude test scores – they strongly advised against such linkages on technical grounds, with the result that the Department avoided making a costly (in terms of resources and prestige) mistake. The Committee has also provided technical oversight for the ASVAB Career Exploration Program improvements, which have garnered high praise from the educational community, in turn helping to promote the use of the testing program in high schools, giving recruiters the opportunity to identify high quality potential applicants.

### **Why Operations Could Not be Performed by Existing DoD Resources and/or Absorbed by another, existing DoD-Sponsored Committee**

While Committee members agree to serve without monetary compensation, they do so because of the prestige of membership on a Defense Advisory Committee. If we had to hire these individuals as paid consultants, their fees would exceed current travel and per diem costs. Additionally, their advice could be viewed as “bought,” rather than objective and impartial.

Not only has the in-house capability of doing this type of research been diminished, but we have also lost in-house personnel who had been able to provide some measure of checks-and-balances on the Department’s technical work.

The DACMPT is a fairly small, highly specialized group of nationally recognize scientists, experts in the fields of psychometrics, norm-referenced test development, and computerized testing. The committee members provide a level of technical oversight and quality control that cannot be provided by either the Services or the Defense Agency (Defense Manpower Data Center – Personnel Testing Division) charged with the continual development of new test forms and technology for administering the enlistment battery. The Personnel Testing Division would lack the objectivity to review their work – a critical objectivity provided by the DACMPT.

### **Impact of Discontinuation on DoD**

The Department needs an outside group of scientists with expertise in highly technical areas of test development who are impartial and have national standing in their field. Further, the respectability of the members serves to enhance the credibility and respectability of our enlistment testing program, and the enlistment standards the testing program supports. Without the DACMPT, the Department would lose a critical, technical check on the accuracy of the enlistment test – one of the two primary drivers of recruit enlistment standards and force quality.

CHARTER  
DEFENSE ADVISORY COMMITTEE ON MILITARY PERSONNEL TESTING

- A. Official Designation: The Committee shall be known as the Defense Advisory Committee on Military Personnel Testing (hereafter referred to as the Committee).
- B. Objectives and Scope of Activities: The Committee, under the provisions of the Federal Advisory Committee Act of 1972, as amended, shall provide the Secretary of Defense, Under Secretary of Defense (Personnel and Readiness), with assistance and independent advice on matters pertaining to military personnel testing relating to enlisted selection and classification testing. The Committee shall review the calibration of personnel selection and classification tests to ensure the accuracy of resulting scores, review relevant validation studies to ensure that the tests have utility in predicting success in technical training and on the job, review ongoing testing research and development in support of the enlistment program, and make recommendations for improvements to make the testing process more responsible to the needs of the Department of Defense and the Military Services. The Under Secretary of Defense (Personnel and Readiness) or designee may act upon the Board's advice and recommendations.
- C. Committee Membership: The Committee shall be composed of not more than seven Committee Members, who are eminent authorities in the fields educational and psychological testing. Committee Members appointed by the Secretary of Defense, who are not full-time Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Committee Members shall be appointed on an annual basis by the Secretary of Defense, and shall serve terms of three years on the Committee. The Under Secretary of Defense (Personnel and Readiness) shall select the Committee's Chairperson, and Committee Members shall, with the exception of travel and per diem for official travel, serve without compensation.
- D. Committee Meetings: The Committee shall meet at the call of the Designated Federal Officer, in consultation with the Under Secretary of Defense (Personnel and Readiness) or designee and the Chairperson. The estimated number of Committee meetings is two per year, and the presence of a quorum shall constitute a meeting. The Committee shall be authorized to establish subcommittees, as necessary, to fulfill its mission, and these subcommittees shall operate under the provisions of the Federal Advisory Committee Act of 1972, as amended.
- E. Duration of the Board: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Under Secretary of Defense (Personnel and Readiness), shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C. App. Information and assistance as required may be obtained from the Military Departments and other agencies of the Department of Defense, and from the Department of Homeland Security, in the case of the U.S. Coast Guard, as appropriate.
- G. Termination Date: The Board shall terminate upon completion of its mission or two years from the date of this Charter is filed, whichever is sooner, unless the Secretary of Defense extends it.

H. Operating Costs: It is estimated that the annual operating costs, to include travel costs and contract support, for this Board is \$77,000.00. The estimated annual personnel costs to the Department of Defense are 0.7 full-time equivalents (FTEs).

I. Charter Filed:



TAB 2

CHARTER  
DEFENSE ADVISORY COMMITTEE ON MILITARY PERSONNEL TESTING

- A. Official Designation: The Committee shall be known as the Defense Advisory Committee on Military Personnel Testing (hereafter referred to as the Committee).
- B. Objectives and Scope of Activities: The Committee, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), shall provide the Secretary of Defense, through the Under Secretary of Defense (Personnel and Readiness), with assistance and independent advice on matters pertaining to military personnel testing. The Committee shall review the calibration of personnel selection and classification tests to ensure the accuracy of resulting scores, review relevant validation studies to ensure that the tests have utility in predicting success in technical training and on the job, review ongoing testing research and development in support of the enlistment program, and make recommendations for improvements to make the testing process more responsible to the needs of the Department of Defense and the Military Services. The Under Secretary of Defense (Personnel and Readiness) or designee may act upon the Board's advice and recommendations.
- C. Committee Membership: The Committee shall be composed of not more than seven Committee members, who are eminent authorities in the fields of educational and psychological testing. Committee members appointed by the Secretary of Defense, who are not full-time federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109.

Committee Members shall be appointed on an annual basis by the Secretary of Defense, and shall serve terms of three years on the Committee. The Under Secretary of Defense (Personnel and Readiness) shall select the Committee's Chairperson, and Committee members shall, with the exception of travel and per diem for official travel, serve without compensation.

- D. Committee Meetings: The Committee shall meet at the call of the Designated Federal Officer, in consultation with the Under Secretary of Defense (Personnel and Readiness) or designee and the Chairperson. The estimated number of Committee meetings is two per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer shall attend all Committee and subcommittee meetings.

The Committee shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the

Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate Federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Committee, and shall report all their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Committee nor can they report directly to the Department of Defense or any federal officers or employees who are not Committee members.

- E. Duration of the Board: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Under Secretary of Defense (Personnel and Readiness), shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix, as amended. Information and assistance as required may be obtained from the Military Departments and other agencies of the Department of Defense, and from the Department of Homeland Security, in the case of the U.S. Coast Guard, as appropriate.
- G. Termination Date: The Board shall terminate upon completion of its mission or two years from the date of this Charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
- H. Operating Costs: It is estimated that the annual operating costs, to include travel costs and contract support, for this Board is \$77,000.00. The estimated annual personnel costs to the Department of Defense are 0.7 full-time equivalents (FTEs).
- I. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).
- J. Charter Filed: